

CENTRAL INTELLIGENCE AGENCY
WASHINGTON, D.C. 20505

27 MAY 1977

Mr. Robert W. Wells
Executive Director
Interagency Classification Review Committee
National Archives and Records Service (NI)
Washington, D.C. 20408

Dear Mr. Wells:

Over the past several months the Agency has been reviewing its policies in classification management to find areas where we could more fully comply with the Executive Order. One frequent criticism directed at CIA has been our non-compliance with the requirement in Executive Order 11652 for classification by paragraph. With the attached notice, to be published in the coming weeks, the Agency will begin paragraph classification on all classified documents. Issuance of this directive and other recent initiatives indicate our resolve to develop a more disciplined approach to the classification process.

Sincerely,

[Redacted Signature]

Classification Officer
Office of Assistant for Information, DDA

Enclosure

O/AI/DDA [Redacted] ydc (26 May 1977)

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19 MAY 1977

25 May 77

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Headquarters Notice to Institute
Classification by Paragraph in CIA

1. Background:

a. In 1972, Executive Order 11652 and the implementing National Security Council Directive called for agencies originating classified information to classify documents by paragraph or section "to the extent practicable." Agency Regulation [] contains the same guidance. To date, only a few offices in the DDI produce publications following this procedure; most offices are not classifying by paragraph.

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b. Our inattention to this requirement of the Executive Order has brought criticism, both external and internal. The Interagency Classification Review Committee (ICRC), set up to monitor compliance with the Executive Order, has requested we review our policy in this area. In general, the Department of Defense complies with paragraph marking requirements and criticizes our inability to do so. Recently, the Intelligence Community Staff has drafted a paper requiring all NFIB agencies to begin classification by paragraph. Their proposal is more comprehensive than just classification though; it prescribes paragraph markings to include sensitive compartmented information (BYEMAN, SI, TK), dissemination and handling controls as outlined in DCID 1/7 (WINTEL, ORCON, etc.), and declassification information (GDS, XGDS-2, etc.).

c. Promulgation of the IC proposal may be several months away, but the Agency can take a lead now by initiating widespread classification by paragraph.

2. Staff Position: Classification by paragraph will help to reduce overclassification caused by the derivative problem. The marking of paragraphs will allow analysts to classify their reports based on the level of classification of the information extracted from specific paragraphs of source material. Institution of this procedure will also facilitate declassification review efforts at a later date. Most importantly, this procedure will force originators to consciously consider their classification actions when they originate documents.


3. Recommendation: The Agency has for too long virtually ignored the requirements of the Executive Order, and I recommend you sign the attached Headquarters notice to implement classification by paragraph. This notice has been formally coordinated with the other three directorates and the independent offices.

/s/John F. Blake
John F. Blake

Attachment: a/s


APPROVED (✓)

DISAPPROVED ()


E. H. Knoche
Deputy Director of Central Intelligence

5-24-77
Date

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O/AI/DDA  ydc (18 May 77)

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